My HR Dashboard - How to Import time from your Time Clock

My HR Dashboard Admin: <u>https://spm.prismhr.com/spm/dbweb.asp?dbcgm=1</u>

Login with your username and password.

Click on "My Payrolls" and choose "Time Sheet Entry" from the drop-down menu.

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Click on the payroll number.



Click on the Import Icon.

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	Payroll Closed in	20174 5(d):00(h):09) (m)	Semi-mo	onthly	Start	11/16/2	017 End	11/30/20)17	Pay Date	12/07/2017	۲	0 () 🗎 Q	∇
Employee Name	Pay rate Salar	y <u>REG</u> 0.00	<u>0/T</u>	COMMISSION	<u>PTO</u>	BONUS	HOLS	OTHER	Detail Hours	Detail Units	Detail Dol	lars Total Hours	Total Units	; Total Dollars	Gross Pa

Click on "Start Import"

Payroll / Change / Tir	me Sheet Import		Con	npany: (000475)	PEACHTR	EE VILLAGE SC	UTH		g 🔳
Time Sheet Import Payroll Number Import Definition	20174 PEACHTREE V	Pay Groups Semi-monthly	Start	11/16/2017	End	11/30/2017	Pay Date	12/07/2017	
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Click on "Choose File", find your file, then "Submit".



Verify that there are no errors then click on "Post Data to Time Sheets"

*This screen may take a few seconds to populate.

Payroll / Ac	tion / Time Sheet Entry		Company: (0	000475) PEACI	HTREE VILLAGE S	OUTH	Ģ	9 🔳			
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Review Data	Page 1 of 2										
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		REG	88.12	88.12							
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		REG	88.57	88.57							
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		O/T	8.42	8.42							
		REG	67.55	67.55							
		O/T	1.52	1.52							
		REG	85.53	85.53							
		O/T	9.32	9.32							
		REG	77.13	77.13							
		O/T	14.22	14.22							
		REG	78.93	78.93							
		REG	79.23	79.23							
		O/T	2.73	2.73							
		REG	79.93	79.93							
		O/T	0.25	0.25							
		REG	81.77	81.77							
		O/T	0.45	0.45							
		REG	87.87	87.87							
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To run Recap Sheet, click on the Paper Icon.

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Click on "Run".

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nie D	Payroll / Report / Time Sheet Report	Company: (000475) PEACHTREE VILLAGE SOUTH	
)n Ig	Time Sheet Report		
2 :e	Payroll Number	20175	
2	Primary Sort-By	Select T	
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1	Generate a report with codes instead		
fe	of descriptions, for export to Excel		
	Show only employees with zero pay		
۲	Generate a report showing deductions		
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You can click on "<u>XLS</u>" to download and save or click on the drop-down menu and select another format.

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Completed Page 1 of 2 1 1 1 1 Search	NY MY FMPIOYEES MY PAYDOLLS Search Next Actions REP~18232-10023 actions XLS PEACHTREE VILLAGE SOUTH Timesheet Report By Employee Print Print/PDF Page(s) For Payroll 20175 Pay Date 12/07/2017	
Employee Name Charge Date Location	Position Pay Code Pay Description Shift Hours-Units Paid Hours Worked Hourly Rate Pay Amount	

Then click on "Finalize".

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Employee Name Z02856 Aldridge, Netty S J02866 Anderson, Lisa J F02868 Baker, Dania M M0269 Bowing, Tammie J C02887 Branum, Edith D X02855 Brown, Shannon R Z0280 Contras, Bridgette N N02870 Cook, Crystal D U02875 Cowan, Paulette M X02876 Cunningham, Glenda M E02885 Dops, Crystal D E02881 Dolges, Brieg B W02877 High, Sonya C02832 Janet A R02832 Layd, Janet A R02872 Mask, Mary J C02873 Schmidt, Debra K	Closed in 4	(d):22(h):35(m) REG <u>O/T</u>	COMMISSION	PTQ BONUS	HOLS	QTHER	Detail Hours	Detail Detail Dollar: Units	s Total Hours Total Units 88.12 97.29 17.83 75.97 87.05 86.45 93.15 79.23 82.66 82.02 88.32 73.30 88.42 83.58 8.22 87.58 88.30 62.90 57.85 91.47	Total Dollars	Gross Pay	0/E 0/D L/R	PTO 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
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